



Shuswap Nation Tribal Council

Program Manager

Internal/External Posting

The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 by the Secwepemc Chiefs to advance the issues of aboriginal rights. We are looking for a Program Manager responsible for leading our team in the Aboriginal Training and Employment Center (ATEC), providing services to enhance employment and training in an area diverse in culture, communities, and geography.

Status: Full-time Permanent

Hours: 35 hours per week, 8:30-4:30, Monday – Friday

Wage: Starting wage commensurate with experience. Range: \$27.50-\$39.84

Benefits: Comprehensive Benefits Package and Pension Plan

Location: Kamloops, BC

The Position:

The Program Manager is responsible for coordinating employment and training services and programs in the Central Region. S/he will oversee the overall operation of a busy employment and training center within an approved budget and is responsible for completing all the reporting requirements of the funders and the agency. The Program Manager is responsible for providing staff supervision and direction. The Program Manager is expected to manage the day-to-day affairs of the ATEC office and assist in developing and implementing programs and budgets.

Relevant Knowledge and Abilities

- Ability to promote and develop employment and training partnerships with government and industry stakeholders.
- Liaise with agencies that provide funding, programming, and services to First Nations.
- Knowledge of First Nations communities and organizations within the ISET service.
- Knowledge of the labor market and issues impacting First Nations participation.

Requirements and Qualifications:

- Degree or Diploma in Business Administration or equivalent experience.
- Minimum of three years experience in program management.
- Experience in budget preparation, monitoring, and verifying expenditure reports.
- Experience in contract administration.
- Experience in program development, setting goals, tasks, and timelines.

- Organized: manages deadlines, and coordinates multiple tasks to accomplish goals.
- Communication: professional business writing, clear verbal communication, and presentation skills.
- Advanced skills with MS Office and other IT platforms.
- Valid BC driver's license and reliable transportation.

Under the SNTC Human Resource Policy, the priority will be to hire qualified persons of Secwepemc ancestry. Under section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career with a great organization, please submit your resume, cover letter, and references (saved as one Word document) referencing SNTC ISET in the email subject line, to atecmanager@shuswapnation.org by May 3, 2024. The Shuswap Nation Tribal Council thanks all applicants for their interest, however only those selected for an interview will be contacted.